



TOWN OF TRURO CONSERVATION COMMISSION

P.O. Box 2030
Truro MA 02666-0630

Checklist for Filing a Notice of Intent

- ☐ Notice of Intent Application (2016 version of form) ☐ Signature of applicant/property owner
- ☐ USGS Map/locus map ☐ Certified abutters list from the Town Assessor (300') and letter to abutters
- ☐ Project Narrative ☐ Project Plans /up-to-date Site plan ☐ signed copy of 21 day waiver (requested)

NHESP (if applicable)

- ☐ MESA application and fee ☐ Copy of the entire Notice of Intent (including USGS Map, Plans)
- ☐ Send by certified mail return receipt requested to NHESP

Copies to DEP

- 1) **Fee: mail the state-share** of the fee to Boston by certified mail, return receipt requested; enclose the "fee transmittal form" and mail to DEP, PO Box 4062, Boston, MA 02211
- 2) Mail 1-copy of the Notice of Intent Application packet **and a copy of the fee transmittal form** by certified mail, return receipt requested to: DEP SERO, 20 Riverside Drive, Lakeville, MA 02347

Copies to Truro Conservation Commission

- ☐ attach check to "Town of Truro" for the town share of filing fee, PLUS the local filing fee
 - ☐ provide 9 copies of Notice of Intent application packet
- Please bring the green cards proof of notification of abutters to the meeting

Checklist for Filing an RDA (Request for Determination of Applicability)

- ☐ Request for Determination of Applicability form plus current site plan/project sketch
- ☐ ample project details
- ☐ signed copy of 21 day waiver (requested)
- ☐ Signature of applicant/property owner (or emailed authorization)
- ☐ attach check to the "Town of Truro" for \$50

1-copy of the Request for Determination of Applicability packet mailed by certified mail, return receipt requested to: DEP SERO, 20 Riverside Drive, Lakeville, MA 02347

9-copies of the Request for Determination of Applicability packet (application plus plans) for the Commission